DEPARTMENT OF DEFENSE (DoD)

Thomas Jefferson Awards Program

STANDARD OPERATING PROCEDURE

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Table of Contents

Attachment A (Category L: Command Information Campaign)
Attachment B (Broadcast Products and Air History)
Attachment C (Target Dates: 2010 Thomas Jefferson Awards)

I. Background

The Thomas Jefferson Awards Program recognizes military and civilian employee communication professionals for outstanding achievement in furthering the objectives of the Department of Defense Internal Information Program. It operates under the aegis of the Office of the Assistant Secretary of Defense for Public Affairs. The program is named after Thomas Jefferson, the nation's third president and author of the Declaration of Independence. Jefferson appreciated the importance of news and the free flow of information to the proper functioning of government and society.

A list of program milestones is provided as Attachment 3.

II. Eligibility

A. Military units, military personnel, and civilian employees of the Department of Defense (DoD) and of the military Services regulated by DoD Instruction 5120.4 are eligible to submit entries through their respective Services, the Defense Media Activity (DMA), or the Joint Public Affairs Support Element (JPASE) as applicable. This includes the U.S. Coast Guard, National Guard, Reserve, and DoD organizations. Stringers may only enter Print Media categories O and P.

B. Military staff members of Joint/Unified Commands, Defense Agencies and Joint Task Forces will enter individual categories through their respective services. Civilian staff members will enter through the DMA. The commands will enter unit categories through JPASE.

C. Personnel assigned to the Stars and Stripes newspapers are not eligible to participate.

D. Government contractor employees are not authorized to compete in any individual category.

E. Products produced with the assistance of government contractor employees are eligible for the print publication, web categories, and the broadcast categories. However, contractor employees will not be recognized individually for their contributions.

F. The following products are not eligible for the program: civilian enterprise guides and directories, yearbooks, cruise books; publications and productions funded by non-appropriated funds, and educational and training films.

G. Services, DMA and JPASE must ensure entries meet eligibility criteria, DoD and service issuances (publications entered in any print categories must conform to DoDI 5120.4 - Department of Defense Newspapers, Magazines and Civilian Enterprise Publications). The parent military service, DMA and JPASE will resolve discrepancies concerning eligibility.

H. Entries for competition year 2010 must have been produced between Jan. 1, 2010, and Dec. 31, 2010. The services, DMA and JPASE must submit their entries as single packages that must be received at DINFOS by March 15, 2011, for the 2010 calendar year competition.

III. Entries

A. Entries must be authorized products published, posted and/or broadcast in one or more communication means available to the internal audience during the current competition year.

B. All entries must contribute to Armed Forces internal information objectives and meet the highest standards of production, execution and professional excellence. Products should convey information that helps DoD personnel and families succeed in their jobs and missions.

C. No individual may enter the Thomas Jefferson competition directly. Entries are the first place winners from DMA's, JPASE's and each Service's respective competitions: Army – Keith L. Ware, Navy – CHINFO Merit Awards, Air Force – Air Force Media Contest, Marine Corps – USMC Combat Correspondents Association Distinguished Performance Awards, Coast Guard – JOC Alex Haley Award, Defense Media Activity – Excellence in Journalism Award, Joint Public Affairs Support Element –Gregory J. Smith Awards.

D. Services, DMA and JPASE may submit only one entry per category.

E. No single product may be entered in more than one category, except when entered in an individual category and as part of a submission for the Print or Broadcast Journalist of the Year, Outstanding New Writer, Outstanding New Broadcaster or the Command Information Campaign categories.

F. Print Media categories:

1. The Services, DMA and JPASE have discretion on eligibility for their own competitions but for the TJ competition it is limited to units, servicemembers and civilian employees. Military staff members of Joint/Unified Commands, Defense Agencies and Joint Task Forces will enter individual categories through their respective services. Civilian staff members will enter through the DMA. The commands will enter unit categories through JPASE.

2. Entries in categories A through D and F must be in PDF format. Hard copy versions of entries are no longer accepted. Entries in categories I through S must be PDF files of the page on which they were published or posted. All

entries must be submitted on compact disk or submitted through the FTP process.

3. PDF versions must be identical to the original products, with no further editing or embellishments applied after initial posting or publication.

G. Broadcast Media categories:

1. The Services, DMA and JPASE have discretion on eligibility for their own competitions but for the TJ competition it is limited to units, servicemembers and civilian employees. Military staff members of Joint/Unified Commands, Defense Agencies and Joint Task Forces will enter individual categories through their respective services. Civilian staff members will enter through the DMA. The commands will enter unit categories through JPASE.

2. The Services, DMA and JPASE will submit only one product for each category except P, Q and R.

H. All entries must be accompanied by one completed Thomas Jefferson official entry. Entries without an official entry form will be disqualified. A fillable form can be found at http://www.dinfos.osd.mil/events/tjweb/TJEntryFormNew.pdf

I. Entries will not be returned. All entries remain the property of the DoD.

IV. **Categories and Entry Specifications**

Print Media Categories

Category A: Metro Format Newspaper

Category B: Tabloid Format Newspaper

Category C: Magazine Format Publication (other than Flagship Publication, Category F)

Category D: Newsletter Format Publication

Specifications for Categories A, B, C and D:

1. Enter two issues. For the 2010 competition year, the mandatory issue date is Feb. 5, 2010. If no issue was published on that date, enter the issue published immediately prior to Feb. 5 2010.   The second issue may be any edition published during the program year. Electronic versions must be entered as PDF files on CD or ftp'd.

2. These categories must be entered as a unit entry.

Category E: Web-Based Publication

Specifications for Category E:

1. Enter two issues. For the 2010 competition year, the mandatory issue date is Feb. 5, 2010. If no issue was published on that date, enter the issue published immediately prior to Feb. 5, 2010.   The second issue may be any edition posted during the program year. Electronic versions must be entered as PDF files on CD or ftp'd.

2. Must be an archivable product, issue or edition such as newsletter, magazine or newspaper designed solely for the web.

3. This category must be entered as a unit entry.

Category F: Outstanding Flagship Publication. This award recognizes the overall excellence of the flagship publications at the military department level. It includes only the following publications: Marines, Soldiers, All Hands, Airman and Coast Guard.

Specifications for Category F:
1. Enter two issues. For the 2010 competition year the first issue month is September or fall. If no issue was published during the month given, enter the issue published immediately prior to that month. The second issue may be any edition published during the program year.

2. Electronic versions must be submitted as PDF files on CD or ftp'd.

Category G: Outstanding Flagship Web Site. This award recognizes the overall excellence of the official web sites of the military departments. It includes only the following web sites: www.army.mil, www.af.mil, www.marines.mil, www.navy.mil and www.uscg.mil.

Specifications for Category G:

1. Content for the publication must be provided by DoD PA practitioners with overall management of the site/publication and release authority residing within the Service or the DMA.

2. The sites must conform to DoD, DMA and Service internal information, security review and web instructions and regulations.

3. The site must have been in existence for a minimum of three months during the program year, and must be updated on a regular schedule (for example, daily, weekly, etc.).

4. The site will be judged as it exists on the date the judging takes place.

5. The Services must provide the publication URL and any necessary logon information.

Category H: Web Site. An organizational Internet or intranet site hosted on a DoD-authorized domain that presents news and information to a primarily internal audience.

Specifications for Category H:

1. Content for the web site must be provided by DoD PA practitioners with overall management of the site and release authority residing within the organization.

2. The web site must conform to DoD, DMA, JPASE and Service internal information, security review, and web instructions and regulations.

3. The web site will be judged as it exists on the date the judging takes place.

Units must provide the web site URL and any necessary logon information.

Category I: News Article

Category J: Feature Article

Category K: Commentary

Category L: Sports Article

Specifications for categories I, J, K and L:

1. Entries in these categories must be the work of an individual.

2. Submit a certificate of authenticity from the responsible public affairs officer for entries that were posted/published without a byline.

3. Enter one example per category.

4. News article entries may be straight news or news features, but features should contain sufficient news elements to be competitive.

5. News and sports features are not eligible for the Feature Article category.

6. Sports article entries may include straight news sports stories or sports features, but features should contain sufficient news elements to be competitive.

Category M: Series.

Specifications for category M:

1. Entries must include two or more feature articles dealing with a common theme. The articles must have been clearly identified in the original publication as parts of a series that appeared sequentially in two or more issues of the publication.

2. Entries must follow the same specifications as entries to categories I, J, K and L above.

Category N: Photojournalism. Entries must include two or more photographs, captions and story by the same photojournalist. All elements will be judged. No elements may be entered in any other category.

Specifications for Category N:

1. Entries in these categories must be the work of an individual.

2. Submit one example. No originals.

Category O: Contribution by Stringer (Writing). This award recognizes the single outstanding contribution in writing (as defined in categories I through L) by a stringer for a military publication.

Category P: Contribution by Stringer (Photojournalism). This award recognizes the single outstanding contribution in photojournalism (as defined in Category N) by a stringer for a DoD publication.

Category Q: Outstanding New Writer. This award recognizes uniformed personnel working in the print journalism community for less than two years as certified   in writing by a Public Affairs professional from the submitting Service and included with the submission.

Category R: Department of Defense Print Journalist of the Year. This award recognizes the journalist who exemplifies the highest standards of military print journalism as shown by writing across a spectrum of categories.

Specifications for Categories Q and R:

1. The Services and the DMA may nominate one candidate per category.

2. Only individuals may be entered in these categories.

3. A letter of nomination must accompany each entry. Nominations must include a one-page official biography of the individual and an official digital photograph of the entrant for the Department of Defense Communicators of Excellence Awards Ceremony.

4. Entries must include PDFs of the tear sheets with five writing examples by the same individual. Entries must include at least one example from three of the five individual writing categories (I, J, K, L and M). For example, two sports articles, two news articles and a commentary.

5. Submit a certificate of authenticity from the responsible PAO for articles that were published without a byline.

Print Entry Forms

Official Thomas Jefferson entry forms must be used. Locally generated forms will not be accepted. **TJ entry forms must be typed and filled out completely**. Entries without completed forms will be disqualified. A fillable form is located at
http://www.dinfos.osd.mil/events/tjweb/TJEntryFormNew.pdf

Broadcast Media Categories

Category A: Radio Entertainment Program (Individual Category)

Specifications for Category A:

1. Entries must be a disc jockey program.

2. Entries may be a special or a regularly scheduled program.

3. Entry must be telescoped to the disc jockey's voice and only those elements that are unique to the program (air-check), eliminating pre-produced spots, and non-local elements.

4. Entry must be 15 minutes or less in total length.

Category B: Radio Spot Production (Individual Category)

 Entries must be : 30 or : 60 seconds in length. Please identify your target audience.

Category C: Radio News Report   (Individual Category)

Specifications for Category C:

1. Story is event/mission oriented; would place at or near the top of the newscast.

2. Story lead-ins/tags must be typed on the back of the entry form or on a separate sheet of paper.

3. If the lead-ins/tags are on a separate sheet, write the category, title, and name of the contributor on the sheet.

4. Do not include the anchor's lead-in/tag on the medium with the story.

Category D: Radio Feature Report   (Individual Category)

Specification for Category D:

1. Story must be 5 minutes or less in length.

2. Story lead-ins/tags (if used) must be typed on the back of the entry form or on a separate sheet of paper.

3. If the lead-ins/tags are on a separate sheet, write the category, title and name of the contributor on the sheet.

4. Do not include the anchor's lead-in/tag on the media with the story.

Category E: Radio Sports Report (Individual Category)

Specification for Category E:

1. Story is related to any sporting event with a military tie.

2. Story lead-ins/tags (if used) must be typed on the back of the entry form or on a separate sheet of paper.

3. If the lead-ins/tags are on a separate sheet, write the category, title and name of the contributor on the sheet.

4. Do not include the anchor's lead-in/tag on the media with the story.

Category F: Radio Newscast (Unit Category)

Specification for Category F:

Telescope out all non-news elements and products not provided by a military source.

Category G: Radio Information Program (Unit Category)

Specifications for Category G:

1. This category includes Commander's/Captain's Calls, magazine programs and documentaries or features of 5 minutes or greater in length.

2. Commander's/Captain's Calls and magazine programs must be limited to 15 minutes or less, representative of the program in its entirety. For example, a Commander's Call program should be telescoped to include the best contiguous elements from the host, main speaker and callers. A year-end magazine program should be telescoped to include the open, anchor leads/tags, and close. Documentary and feature pieces must be limited to 30 minutes or less.

3. Telescope out all products not provided by a military source.

Category H: Television Information Program (Unit Category)

Specifications for Category H:

1. This category includes Commander's/Captain's Calls, magazine programs and documentaries or features of 5 minutes or greater in length.

2. Commander's/Captain's Calls and magazine programs must be limited to 15 minutes or less, representative of the program in its entirety. For example, a Commander's Call program should be telescoped to include the best contiguous elements from the host, main speaker and callers. A year-end program should be telescoped to include the open, anchor leads/tags, and close. Documentary and feature pieces must be limited to 30 minutes or less.

3. Telescope out all products not provided by a military source.

Category I: Television Spot Production (Individual Category)

Specification for Category I:

Entries must be one spot (: 30 or : 60 seconds in length).

Category J: Television News Report (Individual Category)

Specifications for Category J:

1. Entries must be news story; event/mission oriented and would place at or near the top of the newscast.

2. Do not include the anchor's studio story lead-in/tag.

3. Story lead-ins/tags must be typed on the back of the entry form or on a separate sheet of paper.

4. If the lead-ins/tags are on a separate sheet, write the category, title, and name of the contributor on the sheet.

5. If story font information is not on the entry, include it on the lead-in/tag sheet.

Category K: Television Feature Report (Individual Category)

Specifications for Category K:

1. Stories must be 5 minutes or less in length.

2. Do not include the anchor's studio story lead-in/tag.

3. Story lead-ins/tags (if used) must be typed on the back of the entry form or on a separate sheet of paper.

4. If the lead-ins/tags are on a separate sheet, write the category, title, and name of the contributor on the sheet.

5. If story font information is not on the entry, include it on the lead-in/tag sheet.

Category L: Television Sports Report (Individual Category)

Specification for Category L:

1. Story is related to any sporting event with a military tie-in.

2. Do not include the anchor's studio story lead-in/tag.

3. Story lead-ins/tags (if used) must be typed on the back of the entry form or on a separate sheet of paper.

4. If the lead-ins/tags are on a separate sheet, write the category, title, and name of the contributor on the sheet.

5. If story font information is not on the entry, include it on the lead-in/tag sheet.

Category M: Local Television Newscast (Unit Category)

Specification for Category M:

1. Must be targeted toward a local audience.

2. Telescope out all products not provided by a military source.

3. Newscast must be 2 minutes or more in length.

Category N: Regional Television Newscast (Unit Category)

Specifications for Category N:

1. Must be regional or network-wide in scope, and target a regional audience.

2. Telescope out all products not provided by a military source.

3. Newscast must be 2 minutes or more in length.

Category O: Television Newsbreak (Individual Category)

1. Category O: Television Newsbreak (Individual Entry) Entry must be a stand-alone programming element between :60 and :120 seconds in length. Telescope out any product not provided by a military source.

2. A television feature, sports or news story packaged in a "donut" (a pre-produced/graphic open and close) may be entered in this category however, the donut should be included on the entry and the entry MUST run at least 60 seconds from first to last video. Sixty second spots are not eligible in this category.

Category P: Command Information Campaign (Unit Category)

Specifications for Category P:

1. Entries must consist of 10 minutes or less of products in support of a specific local / regional command information campaign. Full-service locations must send both radio and television products; radio-only locations need only send radio products.

2. Entries must include a two-page documentation package composed of:

a. A Background Paper that identifies the individual or organization that requested the campaign; identifies the campaign's internal information objective(s); identifies the target audience; summarizes actions taken to meet campaign objectives; and summarizes the campaign results. Papers must also include information on any other campaigns run in coordination with the station's campaign, such as those run by the installation PAO. The campaign start date, and if applicable the end date, must be included. An example is provided as attachment 2.

b. A Broadcast Products and Air History Sheet that includes both a list of the elements produced (spots, news stories, special programs, etc.) and a brief air history summary. It may continue onto a second page if necessary. An example is provided as attachment 3.

3. At least half of the campaign must have taken place during the program year, though it may have begun or ended during another year.

4. Each entry must include a run sheet with the title, length, and type of product (spot, news, promo, etc.). Audio and video entries should be submitted as a single file.

Category Q: Outstanding New Broadcaster (Individual Category). This award recognizes uniformed personnel working in broadcasting for less than two years certified in writing by a Public Affairs professional from the submitting Service and included with the submission. Judging specifications will be the same as for category R.

Category R: Department of Defense Broadcast Journalist of the Year (Individual Category). This award recognizes the journalist whose products represent the highest standards of military broadcast journalism while communicating command information to the internal audience.

Specifications for Category Q and R:

1. Services and the DMA may nominate one candidate working in a broadcasting position.

2. Entries must have been produced and broadcast to an internal audience during the program year.
The broadcast date is the first day the product aired for an internal audience.

3. A letter of nomination must accompany each entry. Nominations must include an official biography of the individual and an official photo to be used in a program printed for the Department of Defense Communicators of Excellence Awards Ceremony.

4. Entrants assigned to full-service outlets may enter radio and television products.

5. Total time for entries must be 15 minutes or less.

6. Entries should include assorted products reflecting writing, directorial and production skills. Include all final scripts used in developing entries.

7. Entries must include a run sheet indicating the nominee's name (e.g., writer, producer, reporter, etc.), run time, first airdate, and location aired.

Category S: Outstanding Flagship Television Program (Unit Category)

Specifications for Category S:

1. This award recognizes the overall excellence of the flagship television programs at the military department level. It includes only the following television programs: Army Newswatch, Today's Air Force, Marines TV and All Hands Television. Use of commercial / contract production facilities is allowed as long as the military organization is responsible for 100 percent of the content and structure.

2. Entries must consist of two programs. For the 2010 calendar year competition one program must be aired in the required month, to be released via the DINFOS web site, (http://www.dinfos.osd.mil/events/tjweb/main.htm) during the last calendar week of September 2010.   The second program may be any program aired anytime during the program year.

V. Packaging of Broadcast Entries

Broadcast guidelines:

1. Each Service, DMA, and JPASE must submit its entries as a single package; FTP'd to arrive by March 15, 2011 for the 2010 calendar year competition.

2. Each Service, DMA, and JPASE must enclose a transmittal letter with its submission. The letter must list each category and indicate the title of the entry for that category, the run time, and the organization that entered it. Services and the DMA must write "no entry" next to any category for which they do not submit an entry. The transmittal letter must also identify the name, phone number and e-mail address of the broadcast service or the DMA point of contact.

3. Services, DMA, and JPASE must submit one copy of the Thomas Jefferson entry form per entry. They also will ensure any additional paperwork for each entry submitted (i.e., font information, story leads, etc.) is included with the entry forms for that submission.

B. General Guidelines

1. Each media must also include an audio slug (radio) or video slate (TV). The following information must be included on the labels and slugs/slates:

    a. entry category;
    b. entry title;
    c. run time;
    d. submitting organization; and
    e. primary contributor.

 2. Audio media need only include the title, organization, and run time.

 3. All category P, Q and R entry products should be included in one file. Include an initial slug/slate only. Do NOT slug/slate between products on the media.

4. Music segments must be telescoped to 10 seconds or less.

5. Non-AFRTS production facilities that use commercial music must conform to U.S. copyright laws. This includes written approval from the artist, music license agency, musicians' union, and record company and synchronization rights.

C. Entry Form

1. Fill in **ALL** blanks on the entry form.

2. Indicate either the Service, DMA, or JPASE for the individual or submitting unit.

3. Type of award: Individual awards are for products created by a single person doing most of the work. The Thomas Jefferson Awards Program judges recognize that individuals do not always produce, write, edit and publish alone. Still, the individual award categories will be for a single contributor. Unit awards are for products created by more than one person with no one person contributing the majority of the work. Circle the award type.

4. Air Date: The air date is the first date that the product was broadcast/cablecast to an internal audience. List at least the month and year of airing.

5. Location: List the location of the station that first aired the product to an internal audience. Include the station name and location (e.g., AFN Wurzburg, Wurzburg, Germany). If the program aired on a military web page, provide the web address and server location.

6. List the names of contributors exactly as they should appear on the award certificate or plaque. List the branch of Service of each contributor. One name per line, list DSN and commercial contact numbers; list email address for POC.

7. List the Unit/Duty Station exactly as it should appear on the unit's award. It must appear on all entry forms.

8. Official Thomas Jefferson entry forms must be used. Locally generated forms will not be accepted. TJ entry forms must be typed and filled out completely. Entries without completed forms will be disqualified.

D. Audio Entries

1. Audio entries (except categories P, Q and R) can be submitted via ftp.

2. Files may be created which either conform to the "Red Book" standard, or contain digital media files for software playback. Digital media files should be .MP3 (not less than approximately 128 bps).

3. Each file must have, in the following order: audio slug (see paragraph IV.B.2); two seconds of silence; and the entry.

4. There must be three seconds of silence between each audio product for categories P, Q and R. Do not include any further slugs between examples.

E. Video Entries

1. All broadcast entries must be FTP'd to the Defense Information School. Please contact POC after 27 February for current information.
   Comm 301-677-4268
   DSN 622
   Email: dennis.cornell@dinfos.dma.mil

2. Video entries must be FTP'd and have mixed audio tracks.

3. Media files must be saved using Quicktime and an Avid codec (DV). Quicktime's "Animation" preset is an acceptable alternative. Frame size should be kept at the broadcast standard 720 x 480. Quicktime with H.264 compression is preferred, but not required.

4. Each file must have the following elements in order:
   a. a video slate lasting 10 seconds (Stations without a character generator may use video of a piece of paper with the information printed or written legibly on it;
   b. five seconds of black;
   c. the entry.

5. There must be three seconds of silence between each video product for categories P, Q and R. Do not include any further slates between examples.

6. Television News Report, Television Feature Report and Television Sports Report (categories J, K and L) entries should be "as aired" copies that include downstream fonts and graphics when possible.

VI. Judging

A. The Services, DMA and JPASE will judge their own entries and select the best entry in each category for submission to the TJ program.

B. The Services, DMA and JPASE must forward entries for the Thomas Jefferson Awards Program to: Coordinator, Thomas Jefferson Awards Program, Defense Information School, 6500 Mapes Road, Suite 5620, Fort Meade, MD 20755-5620. Please specify Print or Broadcast Media. To FTP TJ Broadcast and print entries to the competition, please contact the competition coordinators at dinfostjbroadcastmail@dinfos.dma.mil for the FTP url, username, password and submitting date.

C. DINFOS will select at least three print and three broadcast judges for the Thomas Jefferson Awards Program. Non-DOD industry professionals from local and national organizations will conduct judging. Selection criteria for judges will be based on their professional experience in the communications field. Judges decisions are final.

D. All entries will be judged on professional excellence, originality and support of internal information themes and objectives.

E. Broadcast judges will adhere to the following standards and use five criteria to select winning entries in all categories, except the Command Information Campaign, Outstanding New Broadcaster and Broadcast Journalist of the Year categories, which have a sixth criterion:

1. Internal Information/Value to Viewer: Does the information apply to the audience? Is the message important for the audience to hear?

2. Script/Message Effectiveness: Is it well written? Is the message clear?

3. Technical Quality: Are the video, audio, levels, lighting and editing well done?

4. Voice/Diction/Camera Presence: How well do the announcers or newscasters interpret the script and clearly enunciate? How well do the announcers present themselves?

5. Creativity: Is the presentation original? How effectively do the various elements work together?

6. Diversity (categories M, N and O): Does the nominated individual have the ability to perform well in all aspects of broadcasting, such as writing, editing, announcing, producing and directing? Does Command Information Campaign submission include a variety of products for the campaign?

F. Print judges will use several criteria to select winning entries in the 18 print categories:
Need reps to give us some feedback/suggestions here.

1. Categories A, B, C, D, E, F, G and H
   a. Content
   b. Professional excellence
   c. Support of internal information objectives
   d. Design
   e. Overall value to reader

2. Categories I, J, K, L, M, O, Q and R
   a. Lead
   b. Transitions
   c. Body
   d. Conclusion
   e. Mechanics (grammar, etc.)
   f. Overall value to reader

3. Categories N and P
   a. Composition
   b. Impact
   c. Story telling
   d. Caption/cutline

VII.   Awards

A. Awards may be made in 18 print and 19 broadcast categories.

B. No award will be made if the judges deem that no entry meets program standards.

C. There are two types of awards: individual and unit.

D. Individual winners will receive plaques and certificates of achievement. Winners of Print Media Category T (Print Journalist of the Year) and Broadcast Media Category O (Broadcast Journalist of the Year) will each receive a bust of Thomas Jefferson.

E. DINFOS will present the awards to the Department of Defense Print and Broadcast Journalists of the Year at the Department of Defense Communicators of Excellence Awards Ceremony. DINFOS will sponsor the attendance of the Print and Broadcast Journalists of the Year to include TDY costs.

F. Unit awards are used to recognize a production effort involving more than one contributor.

G. A plaque will be awarded to a unit that wins a category. Certificates of Achievement will be awarded to eligible individual contributors.

H. The services, DMA, and JPASE should limit the submission to no more than five individuals who significantly contributed to the product being entered in the competition.

Only first place winners will be selected. If the judges deem that more than one entry meets the highest standards of production, execution and professional excellence, they may award more than one first place award or honorable mentions in that category.

VIII.   After Action Review

DINFOS will:

A.   Prepare all certificates, plaques and Thomas Jefferson busts and forward those not presented at the ceremony to the individuals' unit POCs for distribution.

B.   Judges' comments and summary remarks will be posted at the DINFOS web site for use and dissemination.